

**KESWICK TOWN COUNCIL**  
**SEVEN PRINCIPLES OF PUBLIC LIFE**  
**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty – Leadership**

Minutes of the meeting of Keswick Town Council held on Thursday 18<sup>th</sup> January 2024 at the Council Chamber, Town Hall, Keswick at 7.00 pm.

**Present:**

**Chair**  
 Councillor Louise Dunn

**Councillors**

Claire Houghton  
 Adam Paxon

Chris Houghton  
 Tim Parsons

Benita Laphorn  
 Lorraine Taylor

Also present was Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), one member of the press, and two members of the public.

**159. Election of Chair**

**RESOLVED** that Councillor Dunn be the chair for this meeting.

**160. Apologies**

Apologies for absence were received from Councillors: Harwood, Lansbury, Murray and Nelson. Their apologies were noted and agreed by Councillors.

**161. Minutes**

**RESOLVED** that the Chair be authorised to sign as a correct record the minutes of the Town Council Meeting held on the 14<sup>th</sup> December 2023 (pages 36-39).

**162. Requests for Dispensations**

The Clerk reported that no requests for dispensation had been received.

**163. Declarations of Interests**

All Councillors declared an interest in planning application 7/2023/2275, as the Town Council was the applicant. They would not comment or vote on this item.

**164. Police Report**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing Team. It was requested that thanks be given to PCSO Forrester for his support and work in Keswick, and to wish him the best for his next assignment.

**165. Matters to be received from the Public**

No matters were received from the public.

**166. Matters to be raised by Councillors**

No matters were raised by Councillors at this meeting.

**167. Outside Bodies Report**

**RECEIVED** a verbal update from Keswick Fair Trade Committee on the work of Fair Trade in general, and also specifically in Keswick.

***Councillor Paxon arrived at 7.07pm***

## 168. Applications for Development

- i) **RESOLVED** that the following applications be submitted to the Lake District National Park  
(Action – RFO)

Plan Ref	Description of Development Location Comments Recommendation
T/2023/0194	T1 - Walnut tree - Reduce/remove limbs overhanging property to pruning points as marked in photograph. Crown lift limbs over road to highways specification. Pruning points marked on photograph. Greta Cottage, Keswick, CA12 5LG No comments made <b>SUPPORT</b>
T/2023/0195	T1 & T2 - Silver Birch - Reduce to just below previous reduction height (approx 35%) as per picture due to multiple BT wires going through the trees 21 St Johns Street, Keswick, CA12 5AE No comments made <b>SUPPORT</b>
T/2023/0197	Clear fell all self-set trees within 2m of the fence line to leave a clear strip around the perimeter of the wooded area. Pollard Willows back to where they have been previously pollarded back in 2018 - T1 Mixed wooded area 11, Coleridge Court, Keswick, CA12 5QE No comments made <b>SUPPORT</b>
7/2023/2200	Repairs and alterations to four landing stages / jetties Derwentwater Foreshore, Lake Road, Keswick, CA12 5DJ No comments made <b>SUPPORT</b>
7/2023/2243	Change of Use of guest house to two planning units: An aparthotel with 6 letting units and a dwelling for use as either a self-catering holiday unit or principal residence Lairbeck House, Vicarage Hill, Keswick, Cumbria, CA12 5QB <i>Object/Support - this is a complicated application applying for a range of options which are different from its stated existing use.</i> <i>We OBJECT to the proposal as outlined with no on site management of holiday letting units and a proposed open market dwelling.</i> <i>There are contradictory statements regarding the buildings existing use. In the 'Proposal' description it is referred to as a Guest House whereas the 'Existing Use' is stated as 3 self catering holiday letting units with owners accommodation.</i> <i>Local Plan Policy 18 states in connection with holiday letting that the re-use of existing buildings would only be supported if it did "not utilise a building that is suitable for providing local need or affordable housing." The option of a conversion to 5 local occupancy residential units as one element and 1 semi detached principle residence is referred to in 1.3.1 of the planning statement submitted. We would SUPPORT this as the preferred option subject to a local occupancy condition applied to all dwellings as this is by far the greatest need within the town.</i> <i>If the existing use is treated as a Guest House we would SUPPORT the proposed use as an aparthotel with 6 letting units provided the separate dwelling, which is a change from the original owners accommodation, is subject to a local occupancy condition and is designated for use as on site management of the facility</i> <b>OBJECT/SUPPORT</b>

(Observations submitted under delegated powers 21/12/2023)

- 7/2023/2259 Formation of new porch extension to the rear  
16, Poplar Street, Keswick, CA12 5BW  
No comments made  
**SUPPORT**
- 7/2023/2266 Extension of dormer roof – balcony and conversion of garage to residential use  
1 & 2 Markholme Cottages, Crosthwaite Road, Keswick, CA12 5PP  
*Support/Object- the description on the application form does not cover the extent of alterations applied for.*  
*We SUPPORT the proposed garage conversion and new lean-to extension at the rear.*  
*We OBJECT to the proposed glazed balcony on the prominent south wets elevation. This is an unnecessary addition to a non traditional building at a level which creates an uneasy balance which is out of character with the area*  
**SUPPORT/OBJECT**
- 7/2023/2275 Extensions and alterations to the Kiosk Cafe, Upper Fitz Park  
Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF  
*Declared interest*
- 7/2023/2283 Proposed demolition of existing extension, elevated decked area and detached prefabricated garage along with the erection of a new 2-storey extension, new single storey attached garage, open porch and raising of existing roof  
Mountain Lodge, Lonsties, Keswick, CA12 4TD  
*Support – we support the proposed new extension and alterations to provide improved accommodation. It is on a large plot and of a scale compatible with other properties in this locality. It is stated that the intention is to replace all windows with upvc. Our preference would be for painted wood windows taking note of the new Lake District Design Code*  
**SUPPORT**
- 7/2023/2287 Proposed change of use of four bed guest house with ancillary one bed annex forming the owners accommodation to a four bed dwelling as the owners principal home with the annex providing a single bed holiday let  
32, Eskin Street, Keswick, CA12 4DG  
*Support - as the change of use involves the creation of a principle dwelling for the owners with a single holiday let in the attached annexe, thereby providing on site management, we support this proposal*  
**SUPPORT**

ii) **RECEIVED** update on National Park planning decisions.

**169. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 8th December 2023–11th January 2024.

**170. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Cumberland Council – No update given. Councillor Taylor asked how issues could be passed onto the Cumberland representative, and was told that the best way was to contact him directly on his Cumberland email address. The Clerk was also asked to contact him, to ask him to provide a written report where possible if he could not attend (Action – Clerk).

- ii) Lake District National Park Authority North Distinctive Area Parishes Representative (enclosed). **RECEIVED** the report of the LDNPA North Distinctive Area Parishes Representative. It was requested that the Clerk follow up on setting up a meeting with the LDNPA (Action – Clerk).

**171. Council Tax Base Confirmation**

**RESOLVED** that the draft Council Tax Base confirmation be noted, with the expectation that it would not change.

**172. Budget for 2024/2025**

The draft Budget for the financial year 2024/25 was presented for approval.

**RESOLVED** that:

- i. the draft Budget for the financial year 2024/25 be approved; and
- ii. the precept for 2024/25 be set at £349,627. (Action – RFO)

**173. Payment of Accounts**

**RESOLVED** that the payment of accounts for January 2024 as approved by the Inspection Committee be authorised for payment (Action – RFO).

- i) For the Town Council, vouchers 204-222, amounting to £37,806.81, thirty seven thousand eight hundred and six pounds and eighty one pence
- ii) For the Trusts, vouchers HP160-FP172, amounting to £30,440.97 (thirty thousand four hundred and forty pounds and ninety seven pence)

**174. Outside Bodies Report**

**RECEIVED** an update from the Battersby Charity.

**175. Request for use of Parks**

Consideration was given to a request for support from Councillor Harwood for the Annual Round the Houses race, in the absence of a Trust meeting to discuss this matter.

**RESOLVED** that Keswick Town Council support this event (Action - RFO)

**176. Staffing Committee Minutes**

**RECEIVED** for information the public minutes of the Staffing Committee held on 5 December 2023 (pages 2-3).

**Prior to the following business the Chair moved the following resolution:**

*That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted'*

**177. Staffing Committee Minutes**

**RECEIVED** for information the private minutes of the Staffing Committee held on 5 December 2023 (pages 3-4).

The meeting closed at 7.53 p.m.

  
Chairman

15.02.2024  
Date